

*** HUMAN RESOURCES ***
SASEBO SATELLITE OFFICE

한국인 직원 모집 안내

Korean National Job Opportunities

ANNOUNCEMENT NUMBER: KN02A16

TITLE-SERIES-GRADE: MAINTENANCE CLERK, KGS-0303-3/4/5 (1 VACANCY)

SALARY RANGE: KGS-3: 8,149 – 11,068 Won Per Hour
KGS-4: 9,479 – 12,971 Won Per Hour
KGS-5: 10,777 – 14,830 Won Per Hour

OPEN PERIOD: Friday, 22 January 2016 to Thursday, 04 February 2016

DUTY LOCATION: Public Works Department, NAVFAC Far East
PSC 479 FPO AP 96269-1100 – Chinhae, Korea

TOUR OF DUTY: Full-Time, 40 hours per week

WHO MAY BE CONSIDERED / AREA OF CONSIDERATION:
All current USFK KN employees and all KN outside applicants

RPA NUMBER (HRO USE ONLY): 225295

NOTE: Full performance level KGS-05. If this position is filled at the lower grade than full performance grade level, the incumbent may be non-competitively promoted to full performance grade upon satisfactory completion of the job requirements, training, recommendation by the supervisor, and subject to meeting time-in-grade and qualification requirements. This position is subjected to the possibility of workdays on weekends and holidays. The incumbent may be recalled to duty and/or required to work overtime, including on an emergency basis. Relocation Allowance will not be authorized for the selectee from outside the commuting area. **Applicants need to submit a self addressed stamped envelope to receive notification of result.**

MAJOR DUTIES:

Carries out a variety of duties involved in (1) providing clerical and administrative support of the maintenance operations following prescribed rules, methods and procedures (2) maintaining administrative coordination with various shop personnel having maintenance responsibility over various equipment to ensure appropriate control and efficient operation and (3) performing interpreting and translating duties of a nontechnical nature as required. Serves as primary work induction point for public works through trouble desk phone, email, and other methods. Receives, screens and processes individual job orders, indicating necessary work to be accomplished as well as supporting justifications preparatory to repair and maintenance of equipment; records and maintains work track in web-based and other databases, reflecting various information as to the status of

progress and overall production trends in terms of workload accomplishments; initiates and prepares various recurring and special reports for submission to higher authorities which require compilation and adaptation of data and information, selection and consolidation of feeder material, preparation of justifications and narrative statements and detailed arithmetical computations to develop figures as to the cost of labor and materials; tracks all labor and material costs associated with PW work requests for budget program management. Prepares material requisitions and submits through web-based applications for approval. Maintains administrative coordination with various shop personnel having maintenance responsibility over such equipment as wheeled vehicles, office machines and appliances, electronic devices and equipment, other items and equipment, distributing work orders received, contacts and obtains reports and information from various shops and sections regarding the current status of progress, repair parts and supplies used, backlog of work orders, and other related matters; meets visitors and provides information which frequently consists of some technical questions and answers; and provides general administrative and clerical services in the evacuation/disposition of items and equipment. Performs interpreting and translating duties during subsequent discussion, meeting and questions or answer period for both military and civilian personnel. In addition, types a variety of correspondence, reports, letters, transmittals and other related materials. Is fluent in English. Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

a. EXPERIENCE

KGS-3: Six months of general experiences

KGS-4: One year of general experiences

KGS-5: One (1) year of specialized experiences (1 year equiv to KGS-4).

GENERAL EXPERIENCE includes progressively responsible work which indicates ability to acquire the KSAs needed to perform the duties of the position to be filled.

SPECIALIZED EXPERIENCE defined as experience which has equipped the candidate with the particular KSAs to successfully perform the duties of that position.

To be created, specialized experience must have been at least equivalent to the next lower grade level.

b. ENGLISH LANGUAGE COMPETENCY: 1. The American Language Course Placement Test (ALCPT) score 60% is required. 2. The TOEFL score of 450 (or 133 on the computer based test, 45 on IBT TOEFL) or TOEIC score of 550 may be substituted for ALCPT requirement. Applicants indicate the TOEFL/TOEIC score on the application (item #17) and must submit official copies of the test score. TOEFL and TOEIC scores are valid for two years from the exam date. Within 3 workdays of notification of tentative selection the selected individual must provide one of the above documentation. Failure to provide this information will result in the applicant being considered not qualified.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE:

Successfully completed education above the high school level in a ROKG authorized or recognized college, university, business, technical, or secretarial school may be substituted for the experience required at grades KGS-3 through KGS-5. One full year of full-time academic study is 30 semester hours, or equivalent, of college or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business,

secretarial, or technical school. Education cannot be substituted above the KGS-5 leave.

KNOWLEDGE, SKILLS AND ABILITIES (KSA) HIGHLY QUALIFYING CRITERIA:

1. Knowledge of MAXIMO or equivalent maintenance work tracking computer software. Maintenance operations and supplies.
2. Skills in Fluent in English and communication in Korean speaking and writing. Receiving, prioritizing and processing job orders from trouble desk, scheduled maintenance.
3. Abilities to track labor and material costs and prepare reports for authorities. distribute work orders and obtain status of progress. Performing interpreting and translating in meetings and with reports.

EMPLOYMENT CONSIDERATION PREFERENCE:

Placement preference will be applied IAW USFK 690-1 using priority groups in descending order (Priority 1 – Highest to Priority 9 – Lowest)

1. All current USFK KN employees (Korea-wide)
2. All Korean National outside applicants

WHO MAY APPLY: Refer to the Area of Consideration for each vacancy announcement.

HOW TO APPLY: Read and comply with all instruction. Failure to do so could result in disqualification and not getting referred for consideration. **Applicants must submit an application for employment (USFK Form 130EK) along with copies of supporting documentations (Certificates for experience and education, required licenses, Letter of Employment if current USFK KN employees, etc.) and a self addressed stamped envelope to receive notification of results.** It is imperative that each item of the application be accurately and completely filled in and the application **Must be signed (Signature) and dated.** Applications submitted via mail should be addressed to: COMMANDING OFFICER, COMFLEACT CHINHAE, ATTN: HUMAN RESOURCES OFFICE, PSC 479, FPO AP 96269-2100 / ZIP Code - 51698, 경상남도 창원시 진해구 여명 23 주한미해군 진해부대 (구직신청서 재중). Postmark dates will not be accepted. Applications using US Government indicia envelopes, faxed or sent via email will not be accepted and will not receive consideration. Unsolicited documents will be discarded. Applications and attachments will not be retrieved for duplication or for return. **Applications that are not completed correctly, faxed, received after the closing date, or submitted without legible supporting documents will not be processed.** **All documentation written in Hangul must be translated into the English language and translation submitted along with an application.** **Applications not received at the above address by close of business on the closing date of the announcement, due to failure of the Korean or US Postal Service or distribution system will not receive consideration. Do not submit job descriptions, letters of recommendation or material not required. Extra material cannot and will not be used in the evaluation or selection process. Such material may be destroyed and will not be returned to the applicant. If you have letters of recommendation, etc., you may present them at the time of an interview, if such an interview is conducted.**

EMPLOYMENT POLICY: It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer or accept gratuity in exchange for employment of

promotion within USFK, nor may any employee interfere with applicants exercising their right to apply for consideration. Any employee guilty of such practice is subject to removal from USFK employment. Anyone aware of acts contrary to this policy is urged to contact immediately HRO Sasebo Satellite Office at DSN 252-3337.

ADDITIONAL INFORMATION: For more information on Korean National employment program, please contact the Human Resources Korea Support Office at DSN: 762-5253 / 5252 or COM: 055-544-1611 / 055-540-5253. If unable to reach a HRO representative please contact the Human Resources Satellite Office, Sasebo at DSN 252-3337.